

## Manual 6

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.

S.No.	Nature of Record	Details of information available	Unit/section which available	Retention period, where available
1	O.P.D. Registration Register	Name Age and Sex of Patient	MRD	5 years
2	Lab Report Register	Investigation Report	Pathology	2 years
3	X-Ray & Ultra Sound Report Register	X-Ray and Ultra Sound Report	Radiology	2 years
4	M.L.C Register	Complete MLC Report	MRD	10 years
5	Case Sheet	Details of Patients treatment & daily progress while in the hospital	MRD	10 years
6	Casualty Register	Name/Age/Sex/Diagnoses and Tt.	MRD	10 years
7	Court Summon Register	Name of doctor & patient with date for summon	MRD	10 years
8	Tender documents	Rates quoted by firm	Purchase	10 years
9	Supply Order	Cost & quantity of items ordered	Purchase	10 years
10	Comparative statement	Compares relative rate	Purchase	10 years
11	History Sheet of equipment	Details of repair expenditure on equipment	Purchase	10 years
12	Stock Register	Entry of all items received in hospital with price	Stores (General, Medical & Surgical)	10 years
13	Receipt Voucher	Details of issue of items for use in various sections.	Store	10 years
14	Salary Bills	Details of salary paid	Accounts Branch	03 years OR 01 year after the completion of Audit whichever is

				later as per GFR.
15	Contingency Bills	Details of payments for purchase	Accounts Branch	03 years OR 01 year after the completion of Audit whichever is later as per GFR.
16	Misc. Bills	OT, Medical, Phone, Conveyance etc.	Accounts Branch	03 years OR 01 year after the completion of Audit whichever is later as per GFR.
17	Personal files	Personal details of each employee from the date of joining till retirement/transfer	Establishment Branch	
18	Service Book	All details of employees service including leaves	Establishment Branch	
19	Guard File	All orders issued in the department	Establishment Branch	
20	Vigilance Files	All complaints, their inquiries and results	Establishment Branch	
21	Post Sanctioned File	All posts sanctioned in the hospital	Establishment Branch	
22	Mortuary Record Book	Details of all postmortems	Mortuary	